



# Information Memorandum

Oregon Department of Human Services

**Originating Cluster:**

**Seniors and People with Disabilities**

Date:	<b>August 8, 2003</b>	IM Number:	SPD-IM-03-068
To:	Area Agency on Aging Directors CHS SDA Managers AAA Program Managers and Staff CHS SDA Assistant Managers SPD Central Office Staff CHS/SPD Line/Program Managers CHS Central Office Managers CHS/SPD All Staff		
From:	Gretchen Thompson		
Subject:	Training Schedules for: Contract Registered Nurse CMS 1500 Billing and Prior Authorization Process; Contract RN Service Central Office Orientation; Contract RN Central Office Developmental Disabilities Nursing Orientation.		

**Message:** This Information Memorandum (IM) is an update to training dates provided in the previous SPD-PT-03-027 for the Contract Registered Nurse (CRN) CMS 1500 billing system that goes into effect September 1, 2003. This IM also provides orientation dates for Central Office CRN Service Orientation and Central Office CRN Developmental Disabilities (DD) Nursing Orientation.

#### CMS 1500 Billing and Prior Authorization Trainings.

All CMS 1500 billing and prior authorization Netcasts identified in PT-SPD-03-027 have been canceled. A schedule of live training sessions on the CMS 1500 billing and prior authorization system to be held throughout the month of August 2003 is attached. Supervisors and medical records staff should attend one three-hour training session. Case managers need to attend the first one and one-half hours of the training session. CRNs must attend the entire three-hour training.

#### Central Office CRN Orientation.

Central Office CRN Orientation is mandatory for new CRNs and available for existing CRNs. This formal orientation will assist the CRN to attain the administrative knowledge necessary to practice in SPD settings. All Central Office Orientations will be held at the SDSD Employee Development Center, 4494 River Road North, Keizer OR, from 8:30 a.m. to 5:00 p.m. The Central Office Orientation dates are as follows:

August 11, 12, & 13, 2003

November 4, 5 & 6, 2003

February 3, 4 & 5, 2004

May 11, 12 & 13, 2004

August 17, 18 & 19, 2004

November 2, 3 & 4, 2004

#### Central Office DD Orientation.

Central Office DD Orientation will be provided to CRNs who provide services to clients with developmental disabilities. This formal orientation will assist the CRN to comprehend some of the social, safety and health issues that face persons with developmental disabilities living in the community. Central Office DD Orientation will be held Tuesday, October 28, 2003 at the SDSD Employee Development Center (address above), from 8:30 a.m. to 4:30 p.m. This orientation is mandatory for CRNs who anticipate working with DD clients.

All CRNs will be paid for attending the CMS 1500 training, the Central Office Orientation, and Central Office DD Orientation. Reimbursement for mileage and lodging can be added for the CRN Central Office and DD Orientations with Central Office approval.

*If you have any questions about this information, contact:*

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## CMS 1500 Billing System and Prior Authorization Training Sessions August 2003

<b>DATE</b>	<b>LOCATION</b>	<b>COMMENTS</b>
<b>August 12</b> 9:00 a.m.– 12:00 p.m. (repeat session) 1:30 p.m. – 4:30 p.m.	<b>SE Portland ADS</b> 4610 SE Belmont Portland, OR 97215 Contact: Leslie Houston (503) 988-3620 ext 28423	Lower Conference Room
<b>August 13</b> 9:00 a.m.– 12:00 p.m. (repeat session) 1:30 p.m. – 4:30 p.m.	<b>East Portland Police Precinct</b> 737 SE 106 <sup>th</sup> Portland, OR Contact: Leslie Houston (503) 988-3620 ext 28423	South of Washington
<b>August 18</b> 1:00 p.m. – 4:00 p.m.	<b>Lane County COG</b> 1015 Willamette Street Eugene, OR 97401 Contact: Jane Aggers, RN (541) 682-4374	Ed Luczychi Conference Room (Parking at 10 <sup>th</sup> and Oak Streets)
<b>August 19</b> 9:00 a.m. – 12:00 p.m.	<b>Redmond SPD</b> 1135 SW Highland Redmond, OR 97756 Contact: Mary Pat Meekins (541) 388-6240 ext 243	SPD Conference Room
<b>August 20</b> 9:00 a.m. – 12:00 p.m.	<b>Medford SSO</b> 2860 State Street Medford, OR 97504 Contact: Beverly Banner (541) 776-6222 ext 252 Chris Dodson (541) 776-6222 ext 250	
<b>August 21</b> 9:00 a.m. – 12:00 p.m.	<b>North Bend SDA 7</b> 3030 Broadway North Bend, OR 97459 Contact: Cindy Hoffman (541) 756-8666 (541) 756-2017 Office Number	

<b>August 22</b> 9:00 a.m. – 12:00 p.m.	<b>Wilson River Building</b> 4670 E 3 <sup>rd</sup> Street Tillamook, OR 97141 Contact: Sandy Cooper (503) 842-4221	
<b>August 25</b> 1:00 p.m. – 4:00 p.m.	<b>The Dalles CHS</b> 700 Union Street The Dalles, OR 97058 Contact: Lori McCanna (541) 298-4114 ext 227	Upstairs Conference Room
<b>August 26</b> 9:00 a.m. – 12:00 p.m.	<b>Pendleton SPD</b> 1555 SW Southgate Place Pendleton, OR 97801 Contact: Susan Jones (541) 278-4161	North Conference Room (back of building)
<b>August 27</b> 9:00 a.m. – 12:00 p.m.	<b>Baker Towers</b> 1705 Main Street Suite 200 Baker City, OR 97814 Contact: Sheri Shaw (541) 523-5846 ext 323	Child Welfare Conference Room 2 <sup>nd</sup> Floor Baker Towers